

Approved For Release 2001/08/09 : CIA-RDP61-00423A000100060006-9
 (When Filled In)

MANAGEMENT STAFF PROJECT ASSIGNMENT CONTROL				PROJECT NUMBER 4-1	
				DATE OF ASSIGNMENT	
O AND M STAFF		RECORDS MANAGEMENT STAFF		BUSINESS MACHINES STAFF	
ORGANIZATION		REPORTS		ELECTRONIC DATA PROCESSING SYSTEM	
FUNCTIONS		CORRESPONDENCE		INTEGRATED DATA PROCESSING SYSTEM	
STAFFING		FORMS		ELECTRIC ACCOUNTING MACHINE SYSTEM	
<input checked="" type="checkbox"/> PROCEDURES		RECORD MAINTENANCE		MACHINE DEVELOPMENT	
WORK MEASUREMENT		RECORD DISPOSITION		MICROPHOTOGRAPHY	
<input checked="" type="checkbox"/> RESEARCH STUDY		VITAL MATERIAL		BUSINESS MACHINES BULLETIN(S)	
OTHER		OTHER		OTHER	
AGENCY COMPONENT		AREA		TITLE OF PROJECT	
IODiv		<input type="checkbox"/> DD/S		Cable Dissemination - IO Division	
		<input type="checkbox"/> DD/I			
		<input checked="" type="checkbox"/> DD/P			
DESCRIPTION OF PROJECT (Explain urgency, if appropriate)					
<p>Conduct a limited study of the distribution of cables in the IO Div. Present the facts without conclusions or recommendation for use by the EXO/DD/P in making a decision on the Division's request for add'l copies.</p>					
<input type="checkbox"/> CONTINUE ON REVERSE					
DATE OF REQUEST		APPROVAL DATE		TARGET DATE	
27 Mar. 1958		8 April		31 May 1958	
ESTIMATED MAN DAYS REQUIRED			ANALYST		
ANALYST	CLERICAL	TOTAL	APPROVING OFFICER		
6	1.5	7.5	/s/ [REDACTED]		
COMPLETION REPORT					
IMMEDIATE RESULTS ACCOMPLISHED					
<input type="checkbox"/> CONTINUE ON REVERSE					
RECOMMENDED FUTURE ACTION					
DATE STARTED		DATE COMPLETED		MAN DAYS REQUIRED	
				ANALYST	CLERICAL
				TOTAL	

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, O&M Staff, DD/P Area

NO.

DATE
11 April 1958

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Executive Officer, DD/P 1050 L Building				1. We have received the IO Div. request for additional copies of cables but are not scheduling the review of copy requirements until next month, because of other studies now in process. [redacted] the IO Division has been advised that there will be a delay.
2. Chief, Security 1050 L Building				
3.				2. At the time of our review of cable copy requirements for the SR Div., a temporary increase was authorized pending completion of the study. In view of the proposed delay in making this study, you may wish to consider a similar temporary measure of relief. [redacted]
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

25X1A9a

25X1A9a

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

2054 "J"

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Cable Secretariat

27 May 58

X

2. [REDACTED]

MAR 27 '58

27 May 58

3. [REDACTED]

4. [REDACTED]

5. C/S 2202 "L"

28 May 58

28 May 58

6. C-Support IO

1 Apr. 58

1 Apr. 58

7. Management Staff

[REDACTED]

[REDACTED]

8. [REDACTED]

9. [REDACTED]

10. [REDACTED]

11. Cable Secretariat 2202 "L"

April 58

April 58

12. [REDACTED]

13. [REDACTED]

14. [REDACTED]

15. [REDACTED]

1 to 2 For Comment or Concurrence. I believe that the request is for too many copies, but I have no valid reason for my belief. Certainly it would make 100 receiving the most copies per cable of any unit. Possibly you would like [REDACTED] staff to look into 100's request as he did for SR?

2 to 5, 6 & 7

Concur in above Comment

CRT

6-7 - per on phone communication. It would be a little while before we could get to the crew.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, O&M Staff, DD/P Area

NO.

DATE

11 April 1958

TO: (Officer designation, room number, and building)

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer, DD/P
1050 L Building

APR 11 '58

CRT

2. C-O&M DD/P Area

4/15

25X1A9a

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. We have received the IO Division request for additional copies of cables but are not scheduling the review of copy requirements until next month because of other studies now in process.

the IO Division has been advised that there will be a delay.

2. At the time of our review of cable copy requirements for the SR Division, a temporary increase was authorized pending completion of the study. In view of the proposed delay in making this study, you may wish to consider a similar temporary measure of relief.

Considered - no

CRT

File 10-